

To: the Campus Senates
From: the Academic Standards Committee, Jennifer Craft, chair
Regarding: "I" Grades
Date: March 25, 2009

The Academic Standards Committee has been asked to consider the standards surrounding "I" grades. It would be helpful if the Campus Senates could take time to consider some questions surrounding this topic. It should be noted that the discipline chairs will also be contacted regarding these questions. The Committee wants to be sure that a complete picture of the use of "I" grades at OCC is available before any recommendations are made as to standards or processes.

It is understood that the April meetings will be taken up with elections, so it is our hope that the discussion regarding this topic can begin in May. Campus chairs could communicate with me as well as the College Senate about what happens so that the committee can continue its work. We appreciate any assistance from the Campus Senates in dealing with this issue.

The College Catalog currently states:

"I – Incomplete

"This mark will be used sparingly and only when an emergency prevents a student from completing course work during the regular college session. The student is responsible for completing a written agreement with the instructor detailing the requirements to be met for the completion of the 'I' before it is assigned. The student is not to register for a course in which he or she has a current mark of 'I'. Without prior faculty-initiated action to change the 'I', this mark will become a 'WP' one year subsequent to its original issue." (p.50)

The questions that the Academic Standards Committee raised at its March meeting are on the back. These may help guide the Campus discussions.

If you have input that you would like to contribute to the discussion of this issue outside of Senate channels, please contact me at:

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Questions to consider:

- a. What is an "emergency"?
- b. What does "sparingly" mean?
- c. What is the "written agreement"? Should this refer to the college form?
- d. Should the grade convert to "WP"? Should it be "W"?
- e. Should failing students be given an "I"?
- f. Should adjuncts be allowed to give "I"? Only with department approval?
- g. Must the student make up the "I" with the instructor who gives the "I"?
- h. How much of the class must be completed to allow the giving of "I"?
- i. What must the contract with the student absolutely include?
- j. Can the form include information on who making up work with?
- k. Should student be retaking the whole class or only completing the missed piece?
- l. Should the student be in the classroom at all or only doing the work outside the class? Consider points such as lab fees and building code violations.
- m. If the class isn't offered the next semester, is it important to start at the beginning of the class rather than at the point where they ended?
- n. Should the policy be the same for ALL classes? Consider disciplines such as science vs. English vs. math...
- o. Should there be processes specific to the departments/disciplines rather than one college-wide, universal process?
- p. Are there any stated rules/regulations/guidelines for adjuncts regarding "I," or is it just a belief that adjuncts aren't allowed to give "I" grades?
- q. Where should the recommendations we come to go? Do they go to Curriculum? Senate Motion?